

Helpful Hints When Requesting Direct State Intervention

The California Department of Education, Special Education Division, responds to complaints as quickly as possible in order to make sure that the needs of special education students are met. Following the suggestions listed below will help expedite the investigation process. The examples pertain to only the most common allegations. You have the right to file a complaint about any special education laws and regulations that may have been violated.

1. Be sure to sign your request for a complaint investigation.
2. If your complaint alleges **failure to implement an individualized education program (IEP)**, attach a copy of the IEP in question. Also, state what part of the IEP was not implemented, and state the date(s) on which the IEP was not implemented.

Example: "The IEP dated April 8, 2002 says that my child is supposed to receive speech therapy three time per week, but the XXX School District did not provide any speech therapy between September 11, 2003 and October 14, 2003. A copy of the IEP is attached."

3. If your complaint involves a **request for special education testing**, attach a copy of the written request, if you have one. If you don't have a copy, just say so on the complaint form. Be sure to tell us the date(s) on which you requested testing.

Example: "I asked for special education testing on September 2, 2003. It's been more than 15 days and I still haven't received a proposed assessment plan from XXX School District. A copy of my request is attached."

4. If your complaint alleges that the an **IEP team meeting has not been held within required timelines**, attach a copy of the signed assessment plan or a copy of your written request for an IEP team meeting, whichever one applies. If you don't have a copy of the document involved, just say so on the complaint form. Be sure to tell us the date on which you signed the assessment plan or the date on which you asked for an IEP team meeting.

Example: "On October 8, 2003, I asked for an IEP team meeting. It's been more than 30 days now and the XXX School District still hasn't held a meeting. A copy of my written request is attached."

Note: If you are alleging that a review of your child's IEP was not held within one year of the last IEP team meeting, or that a triennial review was not held within three years, attach a copy of the last signed IEP and tell us the date by which a meeting should have been held.

5. If your complaint involves a **request for copies of your child's school records**, attach a copy of your written request. If you don't have a copy of the request, or if you asked verbally and there is nothing in writing, just say so on the complaint form. Be sure to tell us the date(s) on which you asked for the records.

Example: "I asked for a copy of my child's school records on November 10, 2003. It's been more than five days and the XXX School District has not given me the copies. A copy of my request is attached."